Executive Committee Meeting
7.14.2020
Present: Melinda (GM), Alice (President), Cheyne (Treasurer), Laurene (Secretary), Julie Massa and Thane Joyal (Columinate Consultants), Chloe (Board Admin)
Not Present:

Notes Review
The committee reviewed the notes from the June Executive Committee meeting.

Action: Chloe will circulate the updated copy of the June Executive Committee meeting notes with the last sentence suggested/updated by Cheyne.

Action: Cheyne will write an article for Community News regarding the decision to not hold a virtual Annual Meeting.

Action: Chloe will send a notice regarding the Study & Engagement session scheduled for July 28 to Owners via email and will put it on the website.

Black Lives Matter Statement of Support & Continuing Professional Development
The committee discussed a status update on prior conversation regarding writing and publishing a statement of support for Black Lives Matter. The committee decided the board will not publish a statement of support at this time. Melinda shared that the store has already made a brief statement.

The committee discussed bringing LaDonna Sanders Redmond's reading challenge (from the virtual CCMA 2020) to the Board as a future conversation.

Meeting Facilitation
Cheyne provided background on the topic. He has been reading through older meeting minutes and saw the Board had a meeting facilitator at meetings in the past. Cheyne invited feedback from Laurene and Melinda, as they were both involved with the Board while a facilitator was attending meetings.

Laurene provided context on the presence of a professional facilitator at meetings of smaller boards in comparison to the size of Moscow Food Co-op's Board of Directors. She suggested rotating the role of facilitator to all members of the Board.

Thane offered her and Julie to facilitate a brief session on the process of meeting facilitation for the Board.

Melinda shared background on the transition from meeting facilitator to the Board president's facilitation.

Laurene discussed the matter of confidentiality and questioned whether the Board brought the facilitator into Executive Session. Melinda confirmed the facilitator does not attend Executive Session. The committee agreed this was a valuable conversation and will reevaluate as needed in the future.

Next week's Board of Directors Special Meeting

Alice shared a brief overview on what Directors can expect from the Board meeting scheduled for next week.

Review action items from last board meeting

Cheyne discussed his research in context to clarify the role of the Board Secretary.

Laurene said she would be interested in taking on additional responsibilities from the President in her role as Secretary. Julie shared that many successful Oregon boards utilize the president and secretary to work together to create the agenda

Alice said Cheyne's effort in building the agenda would also be a benefit to the Board, and the committee discussed building the September Board Meeting agenda in the next Executive Committee meeting.

Melinda said she would appreciate having more than one Director involved in creating the agenda.

The committee recommends to Policy & Bylaw, for addition to Policy C6: Officers' Roles, the following responsibilities for the office of Secretary:

- Monitoring/ensuring the quality of minutes
- Ensuring all Board records, including minutes; reports of officers, boards, and committees; and official correspondence are properly and safely stored
- Presiding over the election of a temporary chairman for a meeting if the president and vice president are absent
- Preparing the agenda for the presiding officer (the President)
- Handling correspondence
- Ensuring all rules and bylaws of the organization are adhered to by the board during meetings and the implementation of board decisions

The committee will postpone additional action items until the August Executive Committee meeting.

Thane will send out selected readings to support the action item of clarifying future monitoring of Policy D5.

Meeting Schedule

The committee held three tentative dates in August for the next Executive Committee meeting. Calendar invitations have been sent by the Board Admin.